



Analytical Excellence
Since 1952

Billings, MT
Corporate Headquarters
1120 South 27th Street (59101)
PO Box 30916 (59107)
E-mail: eli@energylab.com
Toll Free: 800.735.4489
Voice: 406.252.6325
Fax: 406.252.6069

Casper, WY
2393 Salt Creek Highway (82601)
PO Box 3258 (82602)
E-mail: casper@energylab.com
Toll Free: 888.235.0515
Voice: 307.235.0515
Fax: 307.234.1639

College Station, TX
415 Graham Road (77845)
E-mail: cseli@energylab.com
Toll Free: 888.690.2218
Voice: 979.690.2217
Fax: 979.690.2045

Gillette, WY
400 West Boxelder Rd (82718)
E-mail: gillette@energylab.com
Toll Free: 866.686.7175
Voice: 307.686.7175
Fax: 307.682.4625

Helena, MT
3161 East Lyndale Avenue (59601)
PO Box 5688 (59604)
E-mail: helena@energylab.com
Toll Free: 877.472.0711
Voice: 406.442.0711
Fax: 406.442.0712

Rapid City, SD
2821 Plant Street (57702)
E-mail: rapid_city@energylab.com
Toll Free: 888.672.1225
Voice: 605.342.1225
Fax: 605.342.1397

~SELECT THE SHIPPER THAT SERVES YOU BEST~

SAMPLE RETURN - SHIPPING INSTRUCTIONS

UPS or FedEx (Up to 150 pounds per package)

LABEL

- ◆ Locate the preprinted labels provided by Energy Laboratories, Inc. (ELI)
Select the appropriate shipper and delivery service.
 - UPS ARS (Authorized Return Service)-Ground, Next Day Air, 2nd Day Air
 - FedEx-Ground (PRP), Priority Overnight, 2 Day
- ◆ Print your organization's name, address, and zip code in the space provided on the label.
- ◆ The pre-printed label contains ELI's address, account and tracking number. Affix the tracking number strip located at the bottom of the label to your documentation for future reference.

UPS www.ups.com			FedEx www.fedex.com		
Service Class For packages up to 150 lbs.	Cost Per Package	Comments	Service Class For packages up to 150 lbs.	Cost Per Package	Comments
Ground ARS Service (BLACK)	\$9.75	No Saturday Delivery	Ground (PRP) Service (RED)	\$9.75	No Saturday Delivery
Next Day Air ARS Service (RED)	\$58.50	Saturday Pickup: a \$12.50 fee will be assessed <u>per package</u> . Saturday Delivery: a \$12.50 fee will be assessed <u>per package</u> . These charges are in addition to the base cost and will be added to your analytical invoice.	Priority Overnight (PURPLE) Place the enclosed FedEx pouch and place on your package.	\$58.50	Saturday Pickup: a \$16.50 fee will be assessed <u>per package</u> . Saturday Delivery: a \$16.50 fee will be assessed <u>per package</u> . These charges are in addition to the base cost and will be added to your analytical invoice.
2nd Day Air ARS Service (BLUE)	\$33.25	Saturday Pickup: \$12.50 No Saturday Delivery These charges are in addition to the base cost and will be added to your analytical invoice.	2 Day (GRAY) Place the enclosed FedEx pouch and place on your package.	\$33.25	Saturday Pickup: \$16.50 No Saturday Delivery These charges are in addition to the base cost and will be added to your analytical invoice.

Visit our website at www.energylab.com

PACKAGE PREPARATION

- ◆ Prepare contents for shipping by securely packing, protecting, and cooling (if necessary) sample containers.
- ◆ Remove any external package markings that do not apply to the shipment.
- ◆ Include all paperwork (Chain of Custody, Work Order, Purchase Order, special instructions, etc.) associated with the samples.
- ◆ Place custody seals over opening of cooler or shipping container and secure with tape.
- ◆ Place label on shipping container either using self-adhesive UPS labels or in the clear shipping pouch for FedEx documents.

PACKAGE PICK-UP

- ◆ Give the package to your UPS or FedEx driver during regular pickup or delivery; **OR**
- ◆ Give the package to **ANY** UPS or FedEx driver; **OR**
- ◆ Take your package(s) to a UPS or FedEx Customer Center, a UPS or FedEx Shipping Center, or drop at another business that has a regular UPS or FedEx Pickup Service. If you do not have any of the above options in place, call UPS at 1-800-742-5877 or FedEx at 1-800-436-3339. This also applies for **Saturday pickup**. See Costs and Details on reverse side for applicable fees or go to www.ups.com or www.fedex.com.

DO NOT

- ◆ **Do not RECORD** the UPS or FedEx package in your pickup book.
- ◆ **Do not SEND HAZARDOUS MATERIALS**, as defined by UPS or FedEx.
- ◆ **Do not USE** dry ice or blue ice packs to cool samples. Cubed or crushed ice in separate plastic bags is recommended to cool samples. **Do not put ice directly on samples.**

SATURDAY SERVICE, COSTS, AND DETAILS

- ◆ **Shipping charges will be incurred by ELI and included on your analytical services invoice.**
- ◆ **UPS**
 - Next Day and 2nd Day Air packages can be picked up on Saturday for a fee of \$12.50 (depending on your service area)
 - Next Day Air can be delivered on Saturday for \$12.50. Affix a **Saturday Delivery** sticker to your package prior to pickup.
 - These additional costs will be added to your analytical service invoice for Saturday delivery service.
- ◆ **FedEx**
 - Priority Overnight and 2 Day Air packages can be picked up on Saturday for a fee of \$16.50 (depending on your service area)
 - Priority Overnight packages can be delivered on Saturday for \$16.50. Be sure to check the highlighted Saturday Deliver box on the service label.
 - These additional costs will be added to your analytical service invoice for Saturday delivery service.

For more information on these services, please call or visit their websites. You may contact UPS @ 1-800-PICK-UPS (1-800-742-5877) or www.ups.com. You may contact FedEx @ 1-800-GO-FedEx (1-800-463-3339) or www.fedex.com.

ADDITIONAL INFORMATION

- ◆ UPS and FedEx Return Services are valid in all 50 states and Puerto Rico.
- ◆ If you have any questions, please feel free to call any of our ELI locations.
- ◆ Prices are subject to change.